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ABSTRACT

Four-H related inservice training refers to the ongoing, regular, and systemic preparation of county staff members. The areas covered are: (1) history, philosophy, objectives, and scope of Extension and 4-H and other youth work; (2) adult participation; (3) organization; (4) adult and junior leadership; (5) recognition and public relations; (6) sponsorship; (7) program development; (8) communication and human relations; and (9) projects and activities. The purpose of the outline is to describe suggested planning procedures and plan appropriate learning experiences in terms of time, place, staff responsibility, teaching methods, and evaluative techniques. Schedules for Tennessee county, district, and state levels are included. Implementation of the plan noted in the schedules includes sections on the preparation of needed teaching materials, method in which training is to be planned and carried out, subject matters, training and leadership program development, and motivation. (JS)

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ED 065751

FOUR-H AND OTHER YOUTH INSERVICE TRAINING

GUIDE

FOR

TENNESSEE COUNTY EXTENSION PERSONNEL

AC 612 736

The University of Tennessee
Tennessee Agricultural Extension Service
Knoxville, Tennessee

S.C. 694
January 15, 1970

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- Four-H Related Inservice Training Clarified: The term refers to the ongoing, regular and systemic preparation of county staff members who have 4-H and other youth responsibility with regard to: (1) History, philosophy, objectives and scope of Extension; (2) History, philosophy, objectives and scope of 4-H and other youth work; (3) Adult participation; (4) Organization; (5) Adult leadership; (6) Junior leadership; (7) Recognition and public relations; (8) Sponsorship; (9) Program development; (10) Communication and human relations, and (11) Projects and activities.

- Purpose of Outline: To describe suggested planning procedures and plan appropriate learning experiences in terms of time, place, staff responsibility, teaching methods and evaluative techniques.

- Some Assumptions:

  1. There should be a single, integrated, long-range plan for 4-H and other youth related inservice training to serve as a basis for annual planning.

  2. Supervisory staffs have primary responsibility for such training, though 4-H, Training and Studies, Information and other subject matter specialist departments will collaborate in inservice efforts developed for state, district and other levels.

  3. Plans for training should be prepared in keeping with approved principles and procedures of curriculum development.

  4. Representatives of all relevant Extension groups should be involved in the planning.

  5. Individuals should be trained in meaningful groups based on such considerations as districts (or other supervisory divisions), sex, percent of time devoted to 4-H and other youth, Extension title, years of experience, previous training, etc.

  6. Individual involvement and personal motivation should be considered and stressed in making training plans.

  7. A variety of methods should be employed in the training of agents.

  8. The 4-H and other youth related training needs of agents will be reinventoried periodically to check progress and identify new areas of need.

- Guiding Principle: Inservice training should be tailor-made, as much as possible, to fit the needs of individuals based on job requirements and previous experience.

- The Objectives of 4-H and Other Youth Related Inservice Training: Agents to:

  1. Become more skilled in use of principles and procedures indicated under eleven areas of training need listed in item A above.

  2. Become more knowledgeable regarding principles and procedures falling under eleven training need areas listed in A above.

  3. Develop better attitudes toward importance and use of principles and procedures related to each of eleven areas listed in A above.

  4. Perform ever more effectively in the area of 4-H and other youth work.

BRIEF SUMMARY OF THE INSERVICE TRAINING SCHEDULE FOR 1970 (Calendar Year)

Where To Be Taught	When To Be Taught	Primary Staff Responsibility	Page Number
County Level	At times convenient to staff member(s) involved	County staff members assisted by district supervisors and specialists.	3
District Level	February-November--H. Ec.	Supervisors Home Economics Programs assisted by subject matter specialists.	4
	March--General (1 day)	Supervisors assisted by Training and Studies and 4-H staffs.	20
	April-June--Ag. (3 days)	Supervisors Agricultural Programs assisted by subject matter specialists.	21
	July-Nov.--General (3 days)	Supervisors Agricultural and Home Economics programs assisted by 4-H, Training and Studies, Information, and other staff.	28
State Level	Extension Conference--June	Administrators	31

INSERVICE TRAINING SCHEDULE

County Level

Primary Staff Responsibility For Training:
County Staff Members, District Supervisors, and Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
At times of year when appropriate according to program plan.	To be determined by each agent according to own program related needs.	Office conferences conducted by specialists and/or district supervisors	Agents who request.	Resurvey in 1973 and compare with 1969 Benchmark (ET&S 451).
County staff conferences and on a regular planned basis.	To be determined by each agent and/or each staff member according to needs of agent and/or staff.	Staff conference conducted by county staff members using local resources or materials obtained at inservice training or from specialist staff or supervisory staff or agents from other counties.	Agents who feel need.	
At staff member's own time schedule.	Study materials obtained from headquarters "library," e.g., promoting the 4-H program.	Individual study, e.g., Idea Packets or brochures.	Agents who feel need.	
	Regular communications from specialist staff or supervisor staff (newsletters, etc.)	Individual study.	Agents who feel need.	
	Area E8-Know about other youth organizations and how many county youth are affiliated.	Individual study.	Agents doing 4-H work.	
	Area B10-Understand how 4-H is related to other youth programs.	Individual study.	Agents doing 4-H work.	

INSERVICE TRAINING SCHEDULE

District Level

Primary Staff Responsibility For Training:
Supervisors Home Economics Programs Assisted by Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
		HOME ECONOMICS PROJECTS AND ACTIVITIES		
1970 February - November	Clothing Health and Nutrition Home Furnishings Home Management Related Art and Crafts (Project and Judging)	District and sub-district meetings as worked out by District Supervisor in cooperation with each specialist. Training will be done through discussions and workshop sessions where agents participate.	Home Agents and Assistant Home Agents doing 4-H work.	

Clothing

Primary Staff Responsibility For Training:
Helen Kader, Clothing Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District I March 17 - Milan	Home Economics Judging (Clothing)	District-wide Meeting Discussion-Participation Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III May 29 - Cleveland	Home Economics Judging (Clothing)	Sub-district-wide Meeting Discussion-Participation Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District IV April 23 - Cookeville	Home Economics Judging (Clothing)	District-wide Meeting Discussion-Participation Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V April 16 - Erwin April 17 - Morristown	Home Economics Judging (Clothing)	Sub-district-wide Meeting Discussion-Participation Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District I March 18-20 - Milan	Illustrative Material Basic Sewing Technique	District-wide Meeting-Workshop Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District II May 19-20 - Nashville	Illustrative Material Basic Sewing Technique	District-wide Meeting-Workshop Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District II Oct. 21-23 - Nashville	Illustrative Material Advanced Dressmaking Techniques	District-wide Meeting-Workshop Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

INSERVICE TRAINING SCHEDULE

Clothing

Primary Staff Responsibility For Training:
Helen Rader, Clothing Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District III May 12-14 -	Illustrative Material Advanced Dressmaking Techniques	District-wide Meeting-Workshop Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District I Sept. 16-18 - Milan	Illustrative Material Tailoring Techniques	District-wide Meeting-Workshop Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V April 13-15 - Johnson City	Illustrative Material Tailoring Techniques	District-wide Meeting-Workshop Conducted by Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

Clothing

Primary Staff Responsibility For Training:
Geneva D. Potter, Assistant Clothing Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District II April 24 - Nashville	Home Economics Judging (Clothing) and 4-H Related Materials	District-wide Meeting Discussion-Participation Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III May 29 - Manchester	Home Economics Judging (Clothing)	Sub-district-wide Meeting Discussion-Participation Conducted by Assistant Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V June 9-10 - Jefferson City & Knoxville	Home Economics Judging (Clothing) and use of 4-H literature with Members and Leaders	Sub-district-wide Meeting Discussion-Participation Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District I May 11-12 -	Construction Techniques for Rain Wear	District-wide Meeting-Workshop Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District II April 23 - Nashville	Planning, Buying, and Care of Certain Selected Clothing Items	District-wide Meeting Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III Oct. 13-14 - Dayton	Illustrative Material Basic Sewing Techniques	District-wide Meeting-Workshop Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District I March 18-20 - Milan	Illustrative Material Advanced Dressmaking	District-wide Meeting-Workshop Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

Clothing

Primary Staff Responsibility For Training:
Geneva D. Potter, Assistant Clothing Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District III May 26-28 - Manchester	Illustrative Material Tailoring Technique	Sub-district Meeting-Workshop Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III July 15-17 - Cleveland	Illustrative Material Tailoring Techniques	Sub-district Meeting-Workshop Conducted by Assistant Clothing Specialist	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District IV March 24-26 - Cookeville	Illustrative Material Tailoring Techniques	District-wide Meeting-Workshop Conducted by Assistant Clothing Specialist	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V April 7-9 - Knoxville	Illustrative Material Tailoring Techniques	District-wide Meeting-Workshop Conducted by Assistant Clothing Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III May 29 - Manchester	County 4-H Clothing Program	Office Conference Conducted by Assistant Clothing Specialist.	Assistant Home Agent.	
District III July 14 - Cleveland	County 4-H Clothing Program	Office Conference Conducted by Assistant Clothing Specialist.	Assistant Home Agent.	

Health & Nutrition

Primary Staff Responsibility for Training:
Nazza Noble, Nutritionist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District I April 29 - Milan	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District II April 8 - Nashville	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District III April 10 -	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District IV April 17 - Cookeville	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District V April 21 - Knoxville	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District I April 28 - Milan	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	

INSERVICE TRAINING SCHEDULE

Health & Nutrition

Primary Staff Responsibility For Training:
Nazza Noble, Nutritionist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District II April 7 - Nashville	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District III April 9 - Chattanooga	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District IV April 16 - Cookeville	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District V April 20 - Knoxville	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District V April 23 - Knoxville	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

INSERVICE TRAINING SCHEDULE

Health & Nutrition

Primary Staff Responsibility For Training:
Nazza Noble, Nutritionist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District V May 18 - Jacksboro	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V May 19 - Jacksboro	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V May 20 - Newport	How to Make Nutrition Interesting to 4-H'ers How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V May 21 - Elizabethton	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

Health & Nutrition

Primary Staff Responsibility For Training:
Reba K. Hendren, Assistant Nutritionist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District I April 29 - Milan	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District II April 8 - Nashville	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District III April 10 -	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District IV April 17 - Cookeville	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District V April 21 - Knoxville	Home Economics Judging (Nutrition) Suggested ways to use 4-H Material	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District I April 28 - Milan	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	

Health & Nutrition

Primary Staff Responsibility For Training:
Reba K. Hendren, Assistant Nutritionist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District II April 7 - Nashville	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition	All Home Agents and Assistant Home Agents.	
District III April 9 - Chattanooga	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists	All Home Agents and Assistant Home Agents.	
District IV April 16 - Cookeville	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trends.	District-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District V April 20 - Knoxville	Lesson Plans and Illustrative Material to be used in Teaching Economical Meal Planning. New Research Findings and Trens.	District-wide Meeting Discussion-Participation Conducted by Nutrition Conducted by Nutrition Specialists.	All Home Agents and Assistant Home Agents.	
District V April 23 - Knoxville	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

Primary Staff Responsibility For Training:
Reba K. Hendren, Assistant Nutritionist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District V May 18 - Jacksboro	How to Make Nutrition Interesting to 4-H'ers How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V May 19 - Jacksboro	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V May 20 - Newport	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V May 21 - Elizabethton	How to Make Nutrition Interesting to 4-H'ers. How to Organize and Carry Out 4-H Foods and Nutrition Workshops. Suggestions for Advanced 4-H Members in Foods, Nutrition and Health.	Sub-district-wide Meeting Discussion-Participation Conducted by Nutrition Specialists.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

Home Management

Primary Staff Responsibility For Training:
LaVerne Farmer, Home Management Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District I Feb. 11 - Milan	Methods of teaching 4-H Management and Home Economics Judging	District Meeting Discussion-Participation Conducted by LaVerne Farmer and Conrad Reinhardt.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District IV March 16-17 - Crossville	Methods of teaching 4-H Management and Home Economics Judging	District Meeting Discussion-Participation Conducted by LaVerne Farmer and Conrad Reinhardt.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District II April 17 - Nashville	Methods of teaching 4-H Management and Home Economics Judging	District Meeting Discussion-Participation Conducted by LaVerne Farmer and Conrad Reinhardt.	All Women Agents.	
District V April 27 - Maryville April 28 - Knoxville April 29 - Morristown April 30 - Johnson City	Methods of teaching 4-H Management and Home Economics Judging	Sub-district Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III May 19 - Cleveland May 20 - Cleveland May 21 - Chattanooga May 22 - Manchester	Methods of teaching 4-H Management and Home Economics Judging	Sub-district Meeting.	All Women Agents.	

Interior Design & Crafts

Primary Staff Responsibility For Training:
Margaret L. Clem, Interior Design & Crafts Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District I Feb. 24 - Milan	Home Economics Judging (Interior Design & Crafts)	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	All Home Agents and Assistant Home Agents doing 4-H work.	Personal observation Judging activity for agents conducted by Specialist
District III April 24 - Chattanooga	Home Economics Judging (Interior Design & Crafts)	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	All Home Agents and Assistant Home Agents doing 4-H work.	Personal observation Judging activity for agents conducted by Specialist
District V Feb. 17 - Clinton Feb. 18 - Knoxville Feb. 19 - Morristown Feb. 20 - Johnson City Mar. 24 - Knoxville	Home Economics Judging (Interior Design & Crafts)	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	All Home Agents and Assistant Home Agents doing 4-H work.	Personal observation Judging activity for agents conducted by Specialist
District I May 29 - Milan	Window Treatment	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation
District II Sept. 2 -	Window Treatment	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation
District I Nov. 11 - Milan	Wall Accessories	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation

Interior Design & Crafts

Primary Staff Responsibility For Training:
Margaret L. Clem, Interior Design & Crafts Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District II Sept. 3 - Nashville	Wall Accessories	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation
District III April 22 - Chattanooga	Wall Accessories	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation
District I May 29 - Milan	Renovating Furniture	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation
District II Sept. 3 - Nashville	Renovating Furniture	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting	Questions, reports by agents, personal observation
District III April 21 - Cleveland April 22 - McMinnville	Renovating Furniture	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation
District V Oct. 27-29 - Greeneville	Renovating Furniture	Discussion-Participation by agents Conducted by Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents requesting training.	Questions, reports by agents, personal observation

Interior Design & Crafts

Primary Staff Responsibility For Training:
Phyllis Jean Inman, Assistant Interior Design & Crafts Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District V Feb. 24-25 - Johnson City Feb. 26-27 - Morristown	Use of 4-H Materials (Interior Design & Crafts)	Sub-district-wide Meeting-Workshop Conducted by Assistant Interior Design & Crafts Specialist.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District I April 21 - Milan 4-H Center	Crafts for Low Income (Interior Design & Crafts)	District-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District II Oct. 30 - Nashville	Crafts for Low Income (Interior Design & Crafts)	District-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District III March 30 - Athens March 31 - Winchester	Crafts for Low Income (Interior Design & Crafts)	Sub-district-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District IV Nov. 12-13 - Cookeville	Crafts for Low Income (Interior Design & Crafts	District-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District V March 17-18 - Morristown	Crafts for Low Income (Interior Design & Crafts)	District-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

Interior Design & Crafts

Primary Staff Responsibility For Training:
Phyllis Jean Inmann, Assistant Interior Design & Crafts Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
District II May 15 - Nashville	Judging (Interior Design & Crafts)	District-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	
District IV Date and Time to be determined		District-wide Meeting.	Selected Home Agents and Assistant Home Agents doing 4-H work.	

INSERVICE TRAINING SCHEDULE

District Level

Primary Staff Responsibility For Training:
Supervisors Assisted by Specialists as Needed

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
		GENERAL		
Dist. Date Place I 3-30 Milan II 3-31 Nashville III 3-23 Chattanooga IV 3-18 Cookeville V 3-26 Morristown	Program Development (Area J3--Know how to plan the "4-H & other youth" part of the county program) with emphasis on leadership.	Brief presentations and small group work followed by reports; reaction panel composed of agents.	All agents.	Assignment for county staff to plan for 4-H area of program--Report to be given by those doing 4-H work at Session #3.

District Level

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
		AGRICULTURAL PROJECT AND ACTIVITIES		
Dist. Date I 4-29 - 5-1 II 4-28-30 III 5-27-29 IV 5-27-29 V 6-10-12	Horse and Pony (Project and Shows) Small Engine Crops Judging Electric Poultry Forestry (Project and Judging)	About one half day for each topic but specific program to be worked out by district program supervisors in cooperation with specialist department leader.* Agent participation is a prime requirement in the conduct of the training with strong suggested use of workshop, small group discussion, etc.	Men agents doing 4-H work (1 man) per county plus special needs as determined by program supervisor.	Resurvey in 1973 and compare with 1969 Benchmark (ET&S 451).

*A description of technical training proposals of each specialist department follows on pages 22-27.

Horse and Pony

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Animal Husbandry Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
During 3-day period scheduled for 6 project areas in each district.	1. Organization of Horse and Pony Clubs. 2. How to enlist the experienced help of leaders. 3. Activity possibilities --How to organize and program county and community Field days, Tours, Trail rides, Shows and (classes). 4. Horse and Pony project Managements. 5. Promotions. 6. Judging and selections.	1. Sample steps to be taken in organizing a 4-H Horse and Pony Club. 2. Demonstrations in use of trained local leaders. 3. Slides showing steps in organizing and carrying out activities. 4. How to use pictures, illustrations and slides in Judging, Safety precautions, Management, etc. 5. Slides showing 4-H Show classes judging.	One man agent doing 4-H work in each county, plus special needs as determined by district supervisors.	To be determined.

INSERVICE TRAINING SCHEDULE

4-H Small Engine Project

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Agricultural Engineering Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
During 3-day period schedule for 6 project areas in each district.	Changes in Petroleum Power Program. Literature available. Material helps. Some suggested program activities. Some suggestions on securing and using project leaders.	Lecture. Exhibit. Chart.	One man agent doing 4-H work per county, plus special needs as determined by district supervisors.	Increased enrollment in this project.

Crops Judging

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Agronomy Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
During 3-day period secheduled for 6 project areas in each district.	Information and techniques for training crops judging teams. To acquaint agents with the changes in the crops judging manual.	Lecture. Visuals. Participation.	One man agent doing 4-H work per county, plus special needs as determined by district supervisors.	Interest. Participation. Scores.

INSERVICE TRAINING SCHEDULE

4-H Electric Project

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Agricultural Engineering Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
During 3-day period scheduled for 6 project areas in each district.	1. Project Materials a. Member units b. Leader unit c. Supplementary state and sponsor materials. 2. Demonstration ideas. 3. Getting local support for this project. 4. Organizing electric project clubs. 5. Ideas that others have tried in this project. 6. Feed-back from agents on needs for project from state level.	1. Use of appropriate visuals. 2. Lecture. 3. Possible participation by power supplier personnel.	One man agent doing 4-H work per county, plus special needs as determined by district supervisors.	Could develop a questionnaire if meaningful.

Poultry

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Poultry Specialist

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
During 3-day period scheduled for 6 project areas in each district.	How to judge and teach judging of Poultry and Eggs and give oral reasons. Become familiar with objectives, rules, and organizations of Sears Foundation Pullet Chain and Barbecue programs or activities. Become more familiar with recent information on brooding & growing pullets management of small laying flocks, and marketing eggs from small flocks and killing and dressing broilers and hens for freezer.	Work shop. Use Lectures, Panels, Discussion, Slides, Live birds, Eggs, Dressed birds, and Practice giving oral reasons.	One man agent doing 4-H work in each county, plus special needs as determined by district supervisors.	

INSERVICE TRAINING SCHEDULE

Forestry and Forestry Judging

Primary Staff Responsibility For Training:
Supervisors Agricultural Programs Assisted by Forestry Specialists

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
During 3-day period scheduled for 6 project areas in each district.	Those in attendance will learn the details of forestry project work, as well as forestry judging. The steps taken to be proficient in each will be outlined.	It is anticipated that more indoor than outdoor presentations will be made, assuming there is an adequacy of trees nearby. If this is not possible the entire half-day will be spent indoors with teaching materials provided. The steps involved in completing a forestry project will be conducted in the field, or if such facility is not available, these steps will be presented in picture form with understandable visuals. In the case of forestry judging, there will be a contest after the preliminary teaching.	One man agent doing 4-H work per county, plus special needs as determined by district supervisors.	Changes in 4-H forestry enrollment, changes in number of counties participating in forestry judging. It is hoped that members of the 4-H staff, plus supervisors, can participate fully in this one-half day session. We appreciate all suggestions.

District Level

Primary Staff Responsibility For Training:
Supervisors Agricultural and Home Economics Programs Assisted by Specialists as Needed

When To Be Taught		What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
Dist.	Date				
		Leadership			
I	11-4-6	Know what adult volunteer leaders need to know - Area F6.	Workshop.	One man and one woman doing 4-H work per county, plus special needs as determined by supervisors.	Resurvey in 1973 and compare with 1969 Benchmark (ET&S 545).
II	10-28-30				
III	7-1-3	Am able to write descriptions of tasks I am willing to turn over to adult volunteer leaders - Area F7.			Comparison of numbers of leaders in 1969 and 1973 Four-H Reports.
IV	10-5-7				
V	10-26-28	Know how to identify and recruit adult volunteer leaders - Area F8.			Comparison of man days devoted to leadership.
		Know how to train adult volunteer 4-H leaders - Area F9.			Compare the ratio of numbers of leaders to man days devoted to leadership for 1969 - 1973.
		Know how to utilize and supervise adult volunteer 4-H leaders - Area F10.			
		Am able to select, train, and work with advisory and action committees - Area F11.			
		Am able to write descriptions of tasks I am willing to turn over to junior leaders - Area G3.			

INSERVICE TRAINING SCHEDULE

District Level

Primary Staff Responsibility For Training:
Supervisors Agricultural and Home Economics Programs Assisted by Specialists as Needed

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
	Leadership - continued Know how to identify and recruit junior leaders - Area G4. Know how to train junior leaders - Area G5. Know how to utilize and supervise junior leaders - Area G6. Know how to organize, maintain, and renew project groups - Area E6. Program Development Know how to use scientific method in solving 4-H and other youth problems - Area J37. Am familiar with 4-H enrollment standards, their origin and use - Area J36.			Compare number of project groups by years.

District Level

Primary Staff Responsibility For Training:
Supervisors Agricultural and Home Economics Programs Assisted by Specialists as Needed

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
	Motivation Know how to motivate and get optimum participation of youth - Area D4. Know how to retain old members and reinterest drop-outs - Area D5. Know how to motivate and get optimum participation of other people in 4-H and other youth work - Area C2.			Compare reenrollment percentages by years. Pre-test and post-test.

State Level

Primary Staff Responsibility For Training:
State Administrators

When To Be Taught	What To Be Taught	How To Be Taught	Who To Be Taught	Evaluative Techniques
Year Month Place 1970 June Knoxville	Scope of 4-H Work Area B8 (Am familiar with major trends, changes, and future directions in "4-H and Other Youth" subject matter.)	On Program at State Extension Conference by an Administrator.	All agents.	
	Communication and Human Relations Area K1 (Understand the social and psychological reasons for human behavior.)	On Program at State Extension Conference by Speaker to be secured by Administration.	All agents.	

IMPLEMENTATION OF THE PLAN

1. Preparation of Needed Teaching Materials.

At each level, i.e., county, district, and state, certain materials will need to be prepared for agent training. The vehicle is already available to communicate some of this information, e.g., "Research Summary Series in Agricultural Extension," "Agriculture and Home Economics Briefs," "Tennessee Extension Review," "4-H and YF&H Ideas" letter. In addition, some materials will have to be prepared by the agents, supervisors, specialists, or others concerned. For example, information needed relative to area E8 for county level use will need to be collected by agents using forms prepared initially by 4-H and Training and Studies staff. Information relative to area B10 will need to be provided by the 4-H staff. Generally, the guiding principle should be that the materials needed for use at each level should be secured or prepared by those having primary responsibility for training at that level.

2. Way in Which Training is to be Planned and Conducted.

Area J3 - Program Development - "Knowing how to plan the '4-H and other youth' part of the county Extension Program" - with special emphasis on leadership.

Training will include a day of review regarding the Tennessee approach to 4-H planning, due attention being given to participation, organization, leadership, recognition, and sponsorship, but with more time devoted to identifying jobs and tasks for leaders, selecting, training and employing them, and supporting, retraining and replacing them as necessary. Main attention would be given to theory, principles and procedures--an overview.

Application will come in the form of work assigned at the scheduling level (development of any necessary guides, lists of tasks, plans for actual instruction of new leaders, etc., and other materials) and/or at the next 5-year planning (POWP) period in terms of new participation foci and leadership adjustments. Much of the application phase, if assigned for carry-over into the fall, will actually be done and reported on in the fall by 4-H agents.

A state training team representing 4-H, Training and Studies, and Information staffs will prepare and present the day's training with the assistance of the supervisory staff in each district.

3. Subject Matter Training.

The agricultural program supervisor in each district should contact the specialist department leaders concerned. Cooperatively they should determine the exact time when each area is to be treated within the three days scheduled in each district and the details of each program, i.e., content, method of presentation, and teaching assignments. Descriptions of technical training proposals of each specialist department appear on pages 22-27. The supervisors are primarily responsible for the training assisted by the specialists concerned.

The home economics district supervisors, home agents, and assistant home agents, selected from the technical training proposals of each specialist department the specific training needs for the planned program of fiscal year 1970. Exact dates were worked out for the training in each district. (See pages 4-19, S.C. 694.) The district supervisors are primarily responsible for the training assisted by the specialists concerned.

4. Leadership, Program Development, and Motivation.

The Training and Studies, 4-H, and Information departments' staffs should work jointly to develop training proposals for the 3-day period related to the three subjects to be treated. The detailed proposal should cover proposed content, method of presentations, and teaching assignments which will involve supervisors and perhaps others not on the three department staffs listed. A meeting should be held during the August staff conference involving all the program supervisors, except District III which will be held in May, and the leaders of the three departments listed to discuss training content and presentation. Adjustments to fit each district's needs will be made as necessary in a later conference. The 3-day period should be divided roughly, one-half day to the two program development areas which are related to the 1-day general training given earlier; one-half day to the three areas under motivation; one day to adult leadership (5 areas); and one day to junior leadership (4 areas), project groups (1 area), and advisory committee (1 area).

INSERVICE TRAINING COMMITTEE:

Administrative Staff

Dr. V. W. Darter, Dean
Miss Virginia Boswell, State Leader, Home Economics
Dr. William D. Bishop, Associate Dean
Dr. Troy Hinton, Assistant to the Dean

Supervisory Staff

District I

H. T. Short, Management
Estelle Vines, Home Economics Programs
Gene W. Turner, Agricultural Programs

District II

Milburn E. Jones, Management
Margaret Ussery, Home Economics Programs
Owen Hodges, Agricultural Programs

District III

William E. Bryan, Management
Mary Stanfill, Home Economics Programs
Ray C. Stamey, Agricultural Programs

District IV

A. C. Clark, Management
Mary N. Alexander, Home Economics Programs
Rural A. Peace, Agricultural Programs

District V

Jesse E. Francis, Management
Alta F. Thomas, Home Economics Programs
John B. Brower, Agricultural Programs

GUIDE SUB-COMMITTEE:

George S. Foster, Chairman
Robert S. Dotson
Ralph L. Hamilton, Secretary
Gordon K. Pafford
Ben T. Powell
Helen Rader
Ray C. Stamey
Judy Stone
William P. Tyrrell
Margaret Ussery

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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
The University of Tennessee Institute of Agriculture and U. S. Department of Agriculture
cooperating in furtherance of Acts of May 8 and June 30, 1914
AGRICULTURAL EXTENSION SERVICE
V. W. Darter, Dean